



Week 9 Mentor Meeting



Date

Wed, 1 May 2024

12.30pm - 1.00pm



Participants

- Yujun Yan (mentor)
- Our team (Team Wombat)



Goals

- Review progress on tasks assigned in previous meetings.
- Identify any roadblocks or challenges in ongoing projects.
- Outline preliminary tasks for the upcoming Sprint 3 based on the progress of Sprint 2.



Discussion topics

Item	Presenter	Notes
Progress Updates	<ul style="list-style-type: none">• All members	<ul style="list-style-type: none">• Each team member provided updates on their current tasks. Special attention was given to the integration efforts between front-end and back-end systems, which were crucial for the upcoming Sprint 3 planning.
Preliminary Sprint 3 Planning	<ul style="list-style-type: none">• All members	<ul style="list-style-type: none">• Initial discussions were held regarding the scope and objectives of Sprint 3. The focus was on enhancing feature sets and preparing for the integration testing phase, which was critical for the upcoming milestone deliveries.



Planned Actions and Next Steps

- ✓ **Resolve Technical Issues:** Dedicated sessions were planned for troubleshooting the most pressing issues, with external consultants scheduled to join and provide expertise on specific technical matters.
- ✓ **Documentation Update:** The team agreed to update all project documentation to reflect the latest developments and decisions. This was crucial for maintaining transparency and alignment with project goals.

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Additional Considerations

- ▼ Click here to expand...The complexity of the project was acknowledged, with an emphasis on a collaborative and iterative approach to development. The importance of a flexible system that could adapt to future needs and potentially integrate with broader university systems was highlighted.

- **Proactive Problem Solving:** In response to the evolving challenges in our project, the team is encouraged to adopt a mindset of continuous improvement. This involves regularly reassessing our tools, processes, and methods to identify opportunities for enhancement.
- **Effective Coordination:** Implement a more dynamic resource allocation model that allows the team to redirect efforts and resources efficiently as priorities shift. This flexibility will be key in maintaining momentum and addressing emerging needs without delay.
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